

	Larch Hill International Scout and Guide Centre		
	Date of 1 st Issue. 1 st October 2018	Date of this Issue: 1 st October 2018	Revision #:
	Issued by: Larch Hill Management Team		
	Larch Hill Cub & Beaver Camps 2019 Team Leads – Expression of Interest		

Introduction

The Larch Hill Management Team are seeking expressions of interest from Scouters within the association for the following positions in relation to our Cub/Beaver Camps 2019.

- CAMP CHIEF
- PROGRAMME COORDINATOR
- STAFF COORDINATOR

These will be voluntary positions and will run from their date of appointment until the post camp review meeting with the Larch Hill Management Team. The roles and responsibilities for these three positions are outlined below.

These positions will be fully supported throughout by the Larch Hill Camp Chief and Centre Manager via periodic update and review meetings. The Larch Hill Camp Chief and Centre Manager will also provide guidance and direction to the people taking up these roles as required or requested.

Proposed Event Dates

It is currently proposed that the two Larch Hill camps will take place as follows;

Cub Camp (4 days / 3 Nights):	Friday 30 th June – Monday 3 rd June
Beaver Camp (3 Days / 2 Nights):	Friday 21 st June – Sunday 23 rd June

Eligibility

To be eligible an applicant must be a registered Scouter within the Scouting Ireland Association

Application Process

To be considered for the position applicants should email a submission to the Larch Hill Camp Chief at larchhillcampchief@scouts.ie containing the following;

- Applicant's name, contact details and the position they wish to be considered for
- A short biographical note outlining the applicant's scouting and personal experience which may assist them in carrying out the position being applied for. The note should also cover why the applicant feels they are the right person for the job
- In the case of applicants for Camp Chief. A brief outline of their vision for the camps including any unique aspect or changes they hope to implement within the programme activities

Applicants may be invited for a short informal interview with the Larch Hill Camp Chief and Centre Manager

Closing Date

The closing date for receipt of application will be Friday 19th October 2018



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Role Description & Responsibilities (Camp Chief)

The Camp Chief for Larch Hill Cub/Beaver Camps 2019 will be responsible for delivery a quality programme experience for the participating beavers and cubs. The following is a non-exhaustive list of responsibilities for the Camp Chief;

- Appoint a support team, approx. four to six people, to assist with the responsibilities as listed here
- Manage and support the positions of Programme Coordinator and Staff Coordinator
- Agree and meet delivery deadlines with centre management for camp programme, camp graphics, camp information packs and any other time sensitive materials required by the camp programme and theme
- Develop the event theme with enough time (as agreed with centre management) to allow for artwork development and event marketing
- Managing the pre-agreed budget with the assistance of the Larch Hill Centre Manager
- Develop achievable camp programmes (bases and activities) in conjunction with the programme coordinator for comment by centre management at an agreed date in Spring 2019
- Sourcing and procurement of all programme related materials within the approved budget.
- Ensure the successful implementation of the programme by the programme coordinator and staff during the event
- Coordinate with the Meitheal Team Lead on duty during the camps with respect to all aspects of site services and logistics
- Monitor and maintain an over sight of activities and programme during the event
- Monitor and maintain an over sight of staff during the event
- Establish the catering requirements and coordinate a catering plan with the Centre Manager
- Implement the set-up and construction of programme and equipment for the camps
- Ensure the complete dismantling and all programme and equipment following completion of the camps
- Any other ad hoc duties as may be required by the camps

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Role Description & Responsibilities (Programme Coordinator)

To project manage the Cub/Beaver Camp programme from conception to completion. The programme coordinator will report to the Cub/Beaver Camp Chief. The following is a non-exhaustive list of responsibilities for the Programme Coordinator;

- Develop achievable camp programmes (bases and activities) in conjunction with the camp chief for comment by centre management at a to be agreed date in Spring 2019
- Review and reuse, where practical, the existing stock of on-site programme equipment available
- Agree a schedule of enabling works and construction (work weekends) to prepare the programme items in advance of the camps
- Agree a plan to ensure all programme equipment is organised, stored correctly and distributed to all the programme zones in an efficient manner
- Agree a schedule of training with the staff coordinator for event staff to ensure a proficient delivery of programme bases and activities
- Ensure a quality programme is delivered to the participants
- Ensure all programme equipment is correctly stored during and after the event
- Work with the Staff Coordinator in advance and during the event to ensure adequate staffing levels and skill sets are in place
- Ensure all Staff are Safe at all time in their roles and provided with the appropriate equipment
- Any other ad hoc duties as may be required by the camps

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Role Description & Responsibilities (Staff Coordinator)

To project manage the Cub/Beaver Camp event staff team from the application process to ensuring staff members safely return home following the event. The staff coordinator will report to the Cub/Beaver Camp Chief. The following is a non-exhaustive list of responsibilities for the Programme Coordinator;

- Work with the Cub/Beaver Camp Chief, Centre Manager and Meitheal Leader to deliver adequate staffing for all duties throughout both weekends
- Manage the process involved in recruiting staff for the event. This involves administrating the application forms and ensuring all staff are provided with adequate information in advance of the event
- Finalise numbers for catering and provide this information to the Cub/Beaver Camp Chief
- Ensure all application forms and consent forms are correctly filed and available during the event
- Implement a role call system to account for all staff during the camps
- Coordinate with the Meitheal Team Lead on duty for the weekends in respect to supplementing site and logistics services during the weekends with event staff
- Ensure event staff are in place to complete their tasks according to the programme schedule and the site job schedule
- Ensure the safety and wellbeing of event staff during both weekends and in all preparation activities
- Work with the Programme Coordinator to ensure adequate staffing and skill levels are in place to support programme
- Provide staff to assist the Programme Coordinator in set-up, running and take down of all activities on the weekends
- Any other ad hoc duties as may be required by the camps